

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*

William Eckler, *Vice Chairman*

Susan G. Crowe

Eddie Holland

Roger Richard

Carl Classen, *County Manager*

Hazel S. Haynes, *Clerk to the Board*

Richard Williams, *County Attorney*

November 9, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending November 9, 2012**

General:

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads. County Offices will be closed Monday, November 12 in observance of Veterans' Day.

Board of Elections:

Election Day is over but staff still has a lot of work ahead. To date, almost 29,000 have voted and the Elections Office still have 417 provisional ballots to research and can still count absentee ballots by mail that were postmarked by Election Day and received by Friday. There is a possibility of a State-wide recount for the Lt. Governor race. Note: The Elections Office will be closed on Wednesday, November 21, as the staff will be working on the Veterans Day Holiday completing work from the November 6 election.

Building Inspections:

Building Inspections has issued 29 permits this week with an average of 24 inspections daily. The office has also issued 8 Certificates of Occupancy—one of those being an industrial laundry facility. The new bathroom facility at the Frank West Park has also passed final inspection. Inspectors have had building, plumbing, fire, and mechanical continuing ed classes this week. Staff are also in the process of issuing the permit for renovations at the Spindale Duke Energy facility. The administrative staff met with Finance, IT, and BB&T to begin the process of adding debit/credit cards as another mode of payment for permits and eagerly anticipate the start date for this next week.

Clerk to the Board:

County Commissioners had their regular meeting on November 5. Commissioner Susan Crowe was honored for her four years of service to Rutherford County. November 6 was a big day around the County Office Building as the 2012 elections were held. Commissioner Eddie Holland was re-elected and Mr. Greg Lovelace was elected from District 2. Commissioner-Elect Lovelace will be sworn in on December 3. The December 3 meeting will be held at 6:00 PM and a special meeting has been called for 10:00 AM on December 3 for oaths of office for newly-elected county officials, election of chairman and vice-chairman, and approval of bonds. Due to the Thanksgiving holidays, any agenda items for the December meeting will need to be submitted by November 20. Rutherford County's new corporate citizen, Valley Fine Foods, held an event at ICC on November 3 for its introduction to the community. Commissioners and staff attended the exciting event that included some of the wonderful pasta made by this company.

Cooperative Extension:

The County Extension Director continues to assist clients with technical information through phone calls, office, and field visits. The 4-H Agent visited RS Central High School, along with an ASPIRE recruiter, to let students know about the upcoming ACT prep course. The 4-H Health Rocks TRY (Teens Reaching Youth) is teaching younger youth about the effects of drugs and alcohol. These teens teach two days a week at Forest City Dunbar's afterschool program. 4-H Health Rocks is a drug prevention program that uses hands-on activities to create awareness of the effects of drugs, to improve self esteem, to promote healthy decision making skills, and to promote overall healthy living. Families with youth who participated in the Heritage Turkey project at the Mountains State Fair completed their project this week by harvesting their birds. Youth had the opportunity to learn and witness the complete cycle of food production. County Council met this week and made final plans for this weekend's 4-H Fall fest to be held in Union Mills. The Family and Consumer Sciences Agent conducted the monthly radio program, worked with the District Latino Outreach Team to plan the 2013 training for Extension staff, attended the Community Health Council meeting, taught "Give your Heart a Healthy Beat" class, attended the NC Pre-K Advisory Committee meeting, attended a Radon training in preparation for Radon Action Month in January 2013, and taught a "Healthy Home" program for Creekside Crossing residents.

County Manager:

The County Manager attended numerous meetings this week. The weekly conference call was held to discuss the Transfer Station progress with James Kilgo and David Garrett, as well as, the weekly update meeting with Danny Searcy and Paula Roach reference ongoing projects. Mr. Classen met with Solid Waste intern Jacob Searcy, met with staff at the Senior Center, and met with Richard Williams prior to attending the monthly Board meeting. Mr. Classen, along with Chairman Owens, participated in a radio broadcast on WCAB. The monthly media discussion was held with Gail Clayton in attendance. The Manager met with Clair Hubbard and Rheba Ward on Tax Department issues, met with Roger Hollifield, Sherry Lavender, Paula Roach, and Rheba Ward on Fire Districts, and met with Martha Schatz, Director of the Rutherford County Library. Additionally, Mr. Classen attended a Forest City Senior Group meeting, a Community Health Board meeting, met with EMS Administrator Richard Pettus and staff, and attended a "Rails to Trails" meeting. Mr. Classen also attended a RTR Board meeting and a Rutherford County TDA Tourism Conference. To end the week, the Manager met with Roger Hollifield, Paula Roach and Katie Doherty reference "No Man's Land" and attended a Farmers Fresh Market Agriculture Sustainability Project meeting. The Manager also attended his first "Election Night" as a County employee. Mr. Classen stayed at the Board of Elections office ready to assist as the polls closed and the votes were entered and processed.

Patsy Wilson has retired after many years building an EXCELLENT Senior Center here in Rutherford County. Presently, the County is recruiting for a new Senior Center Director but interviews have not yet been held. We are pleased that former Director Sybil Walker joined us on November 2 as the interim Senior Center Director. Sybil will have full authority to act as any other department head plus she will be assisting Judy Toney in making recommendations for a new Director, which we expect will occur in the next month or so. Please join us in welcoming Sybil Walker as interim Senior Center Director.

Economic Development:

On Saturday, November 3rd the Director and Project Administrator attended the Pasta Prima Community Event held at the Foundation Performing Arts Center. The Executive Director attended the Board of County Commissioners meeting and was appointed to serve on the Workforce Development Board; continued work on an existing industry project; met with a local marketing and public relations firm on opportunities to promote Rutherford County to enhance our success in recruiting economic development prospects; attended the TDA Alliance Conference; attended the quarterly Workforce Development Board Meeting; made necessary contact to follow up on all active recruitment projects; and met with the County Manager to discuss the progress of the Business Retention & Expansion Program. The Project Administrator coordinated with IPDC to provide follow up documentation on existing NC Rural Center and CDBG grants; visited with 2 existing Rutherford County manufacturers and compiled visit information and began preparing a response to the requests for information; created the agenda for the Business Advancement Team meeting; met with Marketing Consultant and ED Director to discuss local PR opportunities; and promoted Work, Grow, Thrive! to allies through an interview opportunity.

Emergency Services:

This week **EMS Personnel** responded to 191 calls. The EMS staff continue work to finalize vehicle specifications for new ambulances, attended an organization meeting for 2-1-1 service in Rutherford County, conducted meetings with rescue squads to discuss quality management data and new policies, conducted an operational planning meeting with administrative staff and attended a training meeting conducted by the EMS training department. Also, a local high school student was oriented to the EMS department as part of her job shadowing program. **Emergency Management/Fire Marshal** conducted a search exercise, completed contract packages for new service districts and distributed to fire departments for their review, assisted with inspection at Polkville Fire Department, conducted two missing person searches, and conducted one fire investigation.

Finance:

The Finance Director attended the weekly project update meeting with Danny Searcy and Carl Classen. The Director assisted the Board of Elections office Tuesday night. Staff is working to process longevity pay for eligible county employees.

Human Resources:

The HR Director held meetings to discuss personnel issues and retirements. The HR Director attended the monthly Board of Commissioners meeting. HR staff assisted the Board of Elections office on election night as well. Orientation was held for all new employees. The HR Director attended the Community Health Council meeting. Staff is currently working on tenure awards and longevity pay for employees.

Information Technology:

The Information Technology Department stayed busy with election setup and election night returns. The IT Director attended the annual TDA conference. Staff continues to assist with the software and hardware needs of the county. IT staff also assisted the Human Resources Department with orientation. Thank you to everyone who participated in dress down and helped Annie raise over \$500 for JDRCF.

Library:

Be sure and check the County Library's website at www.rutherfordcountylibrary.org for the second of the holiday recipes. This one is a harvest vegetables mix. Print this recipe directly from the webpage.

26 attended the County Library's GMO program last night. There was a lively discussion that began at 7:00, and many stayed behind when the program ended and discussed various issues among themselves. The Director met this week with the County Manager and the Finance Officer re: budget issues. Jeremy Hill and Ritchie Wilson from Maintenance built a bulletin board for the Children's Room. Great job guys! We thank you. Stephanie Long has been working on displays throughout the library. She pulled many items together for our GMO theme.

Public Works/Planning:

The garage had 18 preventative maintenance service calls, 23 repairs, 2 tire service calls and 28 state inspections/other repairs, and is way ahead of schedule in nearly completing the permanent license plates and registrations of County vehicles/equipment. Maintenance completed 24 service calls and groundskeeping of multiple county properties including assisting the Board of Elections Office with the demands of election day. Additionally, staff completed the winterization of unheated facilities and continue to see improved numbers and effort regarding road sign maintenance and replacement. The Frank West restroom received final inspection this week along with the BOCC granting approval for initial improvements in Queens Gap within the limits of the settlement agreement along with approving the contractor for construction of Greyrock Project 5. The office completed the required continuing education credit for NC Water & Wastewater certificates. The Public Works Director held a progress update report with the County Manager, as well as, attended a meeting with the County Attorney. Good strides are being made in the progress towards the next steps of rail trail development.

Register of Deeds:

The Register of Deeds office had an active week with 488 transactions collecting \$18,682.00.

Senior Center:

Patsy Wilson has retired after many years building an EXCELLENT Senior Center here in Rutherford County. Presently, the County is recruiting for a new Senior Center Director but interviews have not yet been held. Former Director Sybil Walker will be joining the staff effective November 2, as the interim Senior Center Director. Please join us in welcoming Sybil Walker as interim Senior Center Director.

Social Services:

Food and Nutrition (FNS) staff is working extremely hard and adjusting well to the new NC FAST System. A brief meeting called a "Fast Meeting" is held each morning so that questions can be answered and updates can be delivered. "Over the shoulder support" was provided to staff this week consisting of two state staff on site to train staff and to trouble shoot problems. On Saturday, October 27, Jackie Smith, Adult Medicaid Supervisor, presented an information seminar on Medicaid/Medicare at Piney Ridge CME Church with approximately 30 people in attendance. The presentation included information on the various Medicaid programs, eligibility requirements, transfer of assets, income and resources, and requirements for Nursing Home eligibility. On Monday, October 29, the Director met with the County Manager and Transit Director regarding upcoming changes in Medicaid Transportation. The agency celebrated Halloween with many of the staff dressing up in costumes and bringing goodies to be enjoyed in the kitchen areas by everyone throughout the day. On Thursday, November 1, the Director and Fiscal Officer attended the regular monthly fiscal conference call; and in the afternoon a conference call regarding IV-E Waiver. An Intensive Child Fatality Review was conducted on a case on October 31 and November 1 consisting of State staff, county staff, and local stakeholders. The Director and Adult Services Supervisor met with the State Adult Programs Representative on Tuesday, November 6. The Director attended regular monthly committee meetings in Raleigh on Wednesday, November 7th. The annual Adoption Banquet was held on Thursday, November 8th at the Carolina Event and Conference Center. This event is held to honor families in our community that have opened their homes to children in the Department of Social Services Custody.

Soil and Water:

The Admin/Education Specialist worked on Farm City poster requisitions and student certificates, Farm City Program, and a First Grade natural resources education lesson. The specialist also worked on no-till drill scheduling and paperwork. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmers, and inspected ongoing projects. The Water Quality Specialist consulted with a number of contractors on one of Rutherford County's last dairy waste lagoon closures. The specialist entered application data and conducted maintenance in the IBEAM state system. In addition, the specialist volunteered as a soil monitor at the Federation regional soil judging contest between Polk, Rutherford and Henderson counties.

Solid Waste:

The Solid Waste Department served 345 customers, hauled 58 loads from convenience centers, and shipped 32 loads to Lenoir. The Solid Waste Director attended the weekly conference call on the transfer station with Manager Carl Classen, Finance Director Paula Roach, David Garrett and Tony Bumgardner. Duke Energy is almost finished with the gas to green project. Once one transformer comes in a start up time will be coordinated. The Director attended the monthly Commissioner's Meeting. Approval was received for the new roll off truck. The truck will be ordered this week. BB&T has visited the landfill to extend training on the new credit card machine, as we will begin to accept credit/debit cards payments on Monday November 12th. The process continues on getting quotes for O & M contracts for the gas to green project. Notice to proceed on the transfer station is still November 22nd. The erosion control plan has been completed for the transfer station according to David Garrett's specifications. The Solid Waste Department continues to use community service workers as this program is running great.

Tax:

The Appraisal Department answered 51 phone calls, assisted 2 citizens with the present use program and 3 citizens who came in to the office. Appraisers worked 1 review, 14 merges and 28 splits, 14 acreage adjustments and 1 parcel create. Staff printed 245 finalized permits, checked solid waste fees on 246 parcels and completed 2 sales report requests.

GIS/Mapping/Land Records/Addressing assisted 65 taxpayers, answered 162 phone calls, and reviewed 1 plat. One project is currently in progress. Land Records printed 57 newly recorded deeds, transferred 38 deeds and set up 19 new accounts. GIS completed 1 split, 1 acreage adjustment, created 11 new maps and filled 3 data request. The Addressing Department assigned 3 new addresses, and updated 26 addresses. 16 road signs were replaced.

Transit:

This week Transit drove 9,057 miles, transported 1,022 passengers and collected \$12,690.88 in revenue. The Transit Director continues work on new strategies to provide additional services in light of potential Medicaid transportation changes. There was one safety violation on 11-7-12 where a Transit van was involved in an accident on Main Street/Oak Street in Spindale. Transit also publicized the voting locations along the current Fixed Route that citizens ride to in order to vote on Election Day. These locations included polling places in Forest City, Spindale and Rutherfordton.

Veterans Office:

The staff made 141 contacts this week. Staff also had 92 telephone interviews, with 54 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. Also, the Veterans Office is collecting Toys for Tots for Christmas. Donations can be taken to the Veterans Office or dropped off at the County Office Building. Staff is working on a VETERANS DAY SALUTE for Rutherford County Veterans.

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| <u>Special Recognition Highlights</u> |
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Thank you-to all County staff who worked a long day on Tuesday performing their regular duties and then worked the election night returns. The process was efficient and went smoothly. A big Kudos to the Elections Office for all their hard work and a successful election!!

DRESS DOWN

October-December is dress down for Juvenile Diabetes. Annie Owens, daughter of Rhonda Owens, is also completing her Senior Project on this subject as she was diagnosed with this at the age of 5. If you wish to dress down on Fridays; help a worthy cause; and help Annie with this project, please see HR and complete the proper paperwork. To date, \$510 has been given to the JDF for this cause.

TOYS FOR TOTS

Veterans Office is collecting Toys for Tots for Christmas. Toys can be dropped off at the Veterans Office or at the County Office Building.

Library



